

Glenn York Elementary
Parent Teacher Organization
PTO Bylaws

ARTICLE I: NAME

Section 1.1. The name of this organization is the York Elementary Parent Teacher Organization, hereinafter referred to as the PTO.

ARTICLE II: PURPOSE

Section 2.1 The PTO is a volunteer organization of parents/guardians and is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The purpose of the PTO is to assist with and enhance school activities by providing volunteers, raising monies and organizing approved extracurricular activities and events.

Section 2.2 No part of the net earning of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organizations shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision in this document, the purposes will be limited exclusively to exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III: MEMBERSHIP

Section 3.1 Membership in the PTO shall be open to any person who supports the objectives of the organization and the policies of York Elementary. Membership also includes any teacher of York, along with the Principal, Assistant Principal, or administrator of York Elementary.

Section 3.2 Annual dues shall be in the amount of \$15.00 per family (\$10.00 per teacher) and shall last throughout the school year.

Section 3.3 Each member present shall be entitled to one vote on each matter submitted to a vote of the membership.

ARTICLE IV: OFFICERS AND THEIR ELECTION

Section 4.1 The officers of the organization shall be elected annually from the membership, shall serve without compensation, and shall consist of a President, Vice President, Secretary, Co-Secretary (who serves only when secretary is not present), 2 Co-Treasurers (who share the treasurer's duties), and up to five (5) Member Representatives. All officers shall be active members in good standing with a student enrolled at York Elementary during the year of service.

Section 4.2 Officers shall assume their official duties at the close of the school term and shall serve for a term of one year and/or until successors are installed.

Section 4.3 No officer shall serve in the same capacity for more than two (2) consecutive terms. Vacancies during the year shall be filled by special elections at the next general meeting.

Section 4.4 The President shall appoint a nominating committee of three (3) general members at the spring meeting. PTO members interested in one of the officer positions will be required to contact one of the three (3) nominating committee members to place their name on the voting ballot. Nominations from the floor will be accepted as a write in on the ballot. A majority vote of the members present constitutes an election to that position. Newly elected officers shall be installed at the End-of-Year meeting.

ARTICLE V: DUTIES OF OFFICERS

- Section 5.1 Duties of the PTO President include the following:
- a. Preside at all meetings of the PTO and Executive Board
 - b. Appoint chairpersons of the standing and special committees, as well as act as ex-officio member of all said committees with the exception of the Nominating Committee.
 - c. Act as official spokesperson for the PTO
 - d. Co-sign PTO checks with Vice President or Co-Treasurer.
 - e. Coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.
 - f. Communicate with the principal to ensure he/she receives all necessary information concerning the PTO.
 - g. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.

- Section 5.2 Duties of the PTO Vice President include the following:
- a. Assist the President in the discharge of his/her duties
 - b. Perform all duties of the President in the event that the President is absent, unable, or unwilling to execute such duties.
 - c. Responsible for membership drive and maintaining membership records.
 - d. Co-sign PTO checks with President or Co-Treasurer.
 - e. Serve as a member of the audit committee.
 - f. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.
- Section 5.3 Duties of the PTO Secretary include the following:
- a. Keep minutes of all executive board and general meetings of the organization.
 - b. Submit copies of minutes to officers and the principal prior to the monthly board meeting.
 - c. Present minutes at each meeting.
 - d. Issue notices of all meetings of the organization.
 - e. Submit monthly activities to school newsletter for publication.
 - f. Coordinate other correspondence as needed.
 - g. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.
- Section 5.4 Duties of the PTO Co-Treasurers include the following:
- a. Keep accurate records of the organization funds. Books must be of audit quality to pass an annual audit by the school district or IRS.
 - b. Process and co-sign, with the President or Vice President, checks for all the organization's purchases.
 - c. Reconcile accounts monthly.
 - d. File state sales tax reports and income tax reports to the IRS annually.
 - e. Supply the president with monthly balance sheets on the organization's funds balance.
 - f. Report at PTO meetings and prepare preliminary annual balance sheet and year-to-date income statement for submission at the End-of-Year meeting.
 - g. Prepare annual Financial Report and Financial Certification for Alvin ISD finance department.
 - h. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.
- Section 5.5 Duties of the PTO Member Representatives include the following:
- a. Provide representation of the general membership at Board meetings.
 - b. Serve as a contact point between the general membership and the elected officers.
 - c. Perform other duties as may be prescribed in bylaws or assigned to this office by the organization.

ARTICLE VI: MEETINGS

Section 6.1 Meetings of the PTO shall be held at York Elementary.

Section 6.2 Regular general meetings of the PTO shall be held once per month during the school year.

Section 6.3 The order of business shall be as follows:

- A. Call to Order
- B. Program
- C. Reading of Minutes
- D. Report of Treasurer
- E. Report of Committees
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

Section 6.4 Roberts Rules of Order Revised shall be parliamentary authority.

Section 6.5 Special general meetings of the organization may be called by the president or by a majority of the executive board, with three (3) days notice having been given.

Section 6.6 The election meeting shall be held in April.

Section 6.7 Five (5) members with at least the president or vice president and one (1) administrative representative shall constitute a quorum for the transacting of business of the PTO.

ARTICLE VII: COMMITTEES

Section 7.1 Officers of the organization shall be eligible to serve on any special or standing committee with the exception of the Audit Committee.

Section 7.2 There shall be standing committees created at the time of officer elections. The Board may approve any member in good standing to any special committee created, or may fill any vacancy by appointment during that calendar year.

Section 7.2 The standing committees are as follows:

- a. Audit Committee
- b. Nominating Committee

Section 7.3 There will be special committees as needed, including, but not limited to:

- a. Fundraising Committee
- b. Volunteer Committee
- c. Membership Committee

ARTICLE VIII: AMENDMENTS

Section 8.1 These bylaws may be amended at any regular general meeting of the organization by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendments shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted.

ARTICLE IX: COMPLIANCE

Section 9.1 The bylaws will comply with all Alvin ISD policies and procedures, UIL regulations and Federal and Texas state tax laws for booster clubs.

ARTICLE X: DISTRICT ACCESS TO FINANCIAL ACCOUNTS AND RECORDS

Section 10.1 Access to the financial records and books of the organization are granted to the Superintendent, Deputy Superintendent, and Director of Finance of Alvin ISD.

Section 10.2 Access to the bank account information and bank account records of the organization are granted to the Superintendent, Deputy Superintendent, and Director of Finance of Alvin ISD.

Section 10.3 Additionally, the Superintendent, Deputy Superintendent, and Director of Finance of Alvin ISD can temporarily suspend all bank account activity pending any investigations into the organization.

ARTICLE XI: DISSOLUTION AND REORGANIZATION

Section 11.1 The Superintendent of Schools is solely responsible for the entire educational program, including curricular and extracurricular activities. All activities, events, and personnel are under the jurisdiction of the Superintendent. Therefore, the Superintendent of Alvin ISD has the authority to dissolve and or reorganize the organization at his/her discretion. Upon dissolution, all assets are to be distributed to school activity funds or a 501 (c) (3).